STATEMENT OF WORK

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STATEMENT OF WORK

For

Business Management Redesign (BMR) System

1.0 Background:

This statement of work addresses the need for an integrated management information system to support the Accounting and Resource Management functions for the Defense Working Capital Fund (DWCF) and General Fund business areas. The Resource Management functions include, but are not limited to, budget formulation, execution, manpower, workload, unit cost, performance measurement and time/attendance. The Accounting functions include, but are not limited to, funds control, general ledger, expenditures, managerial cost, reimbursable billing, Treasury and CFO reporting. The Business Management Redesign project is to implement an integrated management information system for the Defense Finance and Accounting Service (DFAS), and possibly other customers after the system has been deployed to the DFAS. DFAS is currently dependent upon multiple systems and manual processes to support its mission. These systems provide DFAS with elements of financial and management information data. Many of these existing systems are antiquated, primarily batch process driven systems which require extensive and costly changes to bring them into compliance with all applicable Federal Financial Management Requirements (FFMRs) and current technical standards. Significant deficiencies in these systems prevent the DFAS from efficiently and effectively meeting its mission and from supporting its customers to the maximum extent possible. These deficiencies hinder the rendering of an unqualified opinion by the auditors on the agency's financial statements. More importantly, these systems do not provide useful, timely, and accurate data needed to effectively manage the DFAS business areas.

1.1 The Federal Financial Management Improvement Act (FFMIA) of 1996 mandates that agencies' financial management systems substantially comply with: 1) Federal Financial Management Requirements (FFMRs); 2) Federal accounting standards; and 3) the United States Standard General Ledger (USSGL) at the transaction level. Management information and accounting systems are required to be compliant with Information Assurance (IA) as directed by the Clinger-Cohen Act of 1996. New systems must be compliant with all applicable provisions contained in the Joint Technical Architecture (JTA) to

include the appropriate level of Defense Information Infrastructure (DII) Common Operating Environment (COE) compliance. Furthermore, new systems are required to be able to support the Government Performance and Results Act (GPRA) of 1993 and General Accounting Office (GAO) Title II standards. All government regulations discussed throughout the SOW can be obtained at the following WEB site: http://www.dfas.mil/library/.

1.2 DFAS systems need to be more flexible in nature to keep up with DFAS' changing environment. Through the implementation of a Commercial-Off-The-shelf (COTS) software package, (or an integrated suite of COTS software packages), DFAS can improve and standardize business processes, and modernize its technical infrastructure.

2.0 Objectives:

2.1 The objective of this statement of work is to acquire and implement a flexible, world-class resource and accounting financial management system (or suite of integrated systems) flexible enough to migrate the DFAS to a product/business line organization (vice the current geographical organization).

2.1.1 Integrate resource (workload, work years, technology and dollars), budget, accounting, execution, analysis, and other business functions into a comprehensive management information and/or enterprise resource planning system.

2.1.2 Support the reduction of DFAS's operational costs and improve performance to better support the DFAS business processes.

2.1.3 Interface with acquisition support activities such as contracts, modifications, and movement of funds (i.e., Standard Procurement System (SPS) and other procurement systems.)

2.1.4 Improve the delivery, timeliness, and accuracy of finance and accounting services.

2.1.5 Leverage technology and change processes to improve performance and reduce cost.

2.1.6 Develop and deliver creative solutions to meet or exceed our customers' expectations.

2.1.7 Allow users to perform analyses and reconciliations to ensure data accuracy.

2.1.8 Provide decision-making and planning tools for effective management of the Agency.

2.1.9 Establish and maintain detailed data for business, financial and program management purposes.

2.1.10 Permit personnel, in the execution of their business area responsibilities, to enter data at the source i.e., single source data entry.

2.1.11 Allow electronic authorization capability to accelerate transaction approval processes in support of the Government Paperwork Elimination Act (http://govexec.com/dailyfed/0397/030797t1.htm)

2.1.12 Provide for effective multi-level system security.

2.1.13 Eliminate several legacy systems to provide an overall system inventory reduction and reduce Information Technology costs to the Agency.

2.2 In addition to the regulations and standards above, the BMR system must support all applicable functional requirements represented in "A Guide to Federal Requirements for Financial Management Systems," commonly referred to as the "Blue Book." The functional processes to be incorporated are identified in the task area below.

3.0 Scope:

3.1 The scope of this contract is to acquire a modern COTS software product(s) and to provide for its installation including; data conversion, training, and maintenance efforts. The BMR accounting and management information system will support Working Capital, General, and Foreign Military Sales (FMS) Funds and the functions to support all accounting functions required for these funds. The BMR system will be the central source of consolidated accounting information and financial reporting for all DFAS activities. The system will also provide information necessary to support management decision-making covering all areas of business management functions.

3.2 The selected system will address the major requirements of the BMR project including:

3.2.1 A shared database that provides a single source for reporting of budgetary and proprietary data.

3.2.2 The use of the United Stated Government Standard General Ledger Chart of Accounts.

3.2.3 The incorporation of standard fiscal codes where viable to provide smoother transition to the DFAS Corporate Information Infrastructure (DCII) environment.

3.2.4 The ability to meet all regulatory requirements as identified in the "Blue Book" and Federal guidance.

3.2.5 The ability to interact with the DCII environment and other DFAS selected systems.

3.2.6 The ability to support GPRA and performance contract requirements.

3.3 The selected BMR system will capture information both on-line at the point of origin, and through feeder system interfaces. Operations will be improved at the field activity level with the reduction of paper flow between offices, and elimination of duplicate data entry. Controls will be improved as a result of related data being input once and shared throughout the database. The transactions entered, as source data in one module must be available to the other modules, thus resulting in a one-time source capture. The BMR system must provide the capability to enter data through electronic and/or human interfaces. Regardless of the method of entering transactions, the same edits and validations will be performed to ensure consistency and integrity of the recorded data. The BMR system must interface with a variety of DFAS, inter/intra governmental systems (i.e., Treasury, GSA) through the Defense Cash Accountability System (DCAS) or Online Payment and Collection (OPAC) system to provide financial and managerial accounting functions. These functions will consist of both receipt and exporting of data.

3.4 The BMR systems will accomplish the mission need by supporting customer's processes, functionality, and by correction or alleviation of current system deficiencies. The current systems and their associated functions that will migrate to the Business Management Redesign BMR system are listed below. Detailed documentation on these systems may be found at following URL: www.fmsat.com/task001/login.htm, listed under "Library" "As-Is" Documents. This is a controlled web site. Interested vendors must submit

requests for access (on company letterhead) for each proposed user to DFAS-CO/TAPR, Attn: Ms. Penny Jordan, 3990 E. Broad St. Bldg. 21 7A214, Columbus OH 43213-1152, Fax Number 614 693-0241, or penny.jordan@dfas.mil.

ABS – Automated Billing System
APVM – Accounting Pre-Validation Module
ATAAPS – Automated Time, Attendance & Production System
AWC – Automated Work Counts
DABIS – DFAS Automated Budget Interim Solution
DBMS – Defense Business Management System
DDARS – Defense Disbursing Analysis Reporting System
LRS – Labor Reporting System
PMIS - Performance Measure Indicators System
RADSS – Resource Analysis Decision Support System
The "Business of DFAS" (Interim)

4.0 The contractor shall perform Tasks:

4.1 Program Management.

4.1.1 The objective of the program management task is to ensure detailed forward planning for work breakdown and schedules at all levels of project management. The contractor shall establish milestones for each task against which progress shall be monitored and evaluated. The contractor shall provide professional, technical and office support staffing sufficient to assure the timely completion of all milestones and all other contractual responsibilities.

4.1.2 All products, including memoranda, records, reports, and customized software enhancements developed by the contractor under this contract/systems life order shall be provided to the Government with unlimited rights in accordance with FAR 52.227-14, Rights in Data - General.

4.1.3 The contractor shall perform all program and project management activities for satisfactory completion of this requirement. These activities include, but are not limited to, conducting in-process reviews (IPRs) for senior management, preparing one-off status reports, presentations and/or briefings, work breakdown structures and milestone plans, monthly invoicing and performance reporting, data gathering, risk management, and safeguarding against identified risks. The contractor in conjunction with the Government's Project Office shall perform continuous program cost/schedule/performance monitoring against predetermined goals as outlined in the Acquisition Program Baseline (APB).

Contractor shall also provide management support to the Business Management Redesign program.

4.1.4 After contract award, the contractor shall participate in, and assist the government's project office with, a detail-level "Fit/Gap" analysis of the selected COTS software product(s) against the government's requirements. Additional gaps identified during this phase will be subject to a limited cost/benefit study (i.e., a determination will be made by the government, in consultation with the contractor, whether it would be more cost-beneficial to modify the COTS software or change the Agency's business practice.)

4.2 Functional Requirements of BMR Project System:

4.2.1 The Business Management Redesign (BMR) system must support the applicable functional requirements represented in "A Guide to Federal Requirements for Financial Management Systems," commonly referred to as the "Blue Book" i.e., chapters 1-3, 5, 6, 8, 9, and 14 and the financial portions of chapters 7 and 10. For each proposal submitted, the contractor must submit a validation statement attesting that the proposed software package(s) is in compliance with all applicable "Blue Book" requirements. During the software capability verifications (SCVs) a random sampling of the "Blue Book" requirements will be tested against each module to determine if the software performs the functions as required.

4.2.2 The selected BMR systems must be able to perform 100% of the required functionality stated below. The goal of the BMR project is to avoid any modification to the COTS software products. Missing functionality, however, which cannot be supported through changes in current business processes or other means, may require customization to the selected software package or the addition of custom enhancements. The costs to fix these functionality "gaps" shall be included in the proposals.

4.2.3 A strategy for interfacing with the DCII/DFAS Corporate Database (DCD) and DFAS Corporate Warehouse (DCW) and other feeder systems are critical in the selection of the software package. A complete diagram of the system interfaces and relationships are at Attachment 2.

4.2.4 Selected system must comply with DoD financial management requirements outlined in DoD Financial Management Regulation (FMR) 7000.14-R.

4.2.5 Provide the capabilities to perform inter-relational analysis of data. As an example one attribute is dependent on presence or absence of other attributes.

4.2.6 Prevent the alteration of financial data except through the posting of transactions that are entered through the normal online and interface edit and update process under proper security.

4.2.7 The selected system must be able to electronically interface with accounting, disbursing and procurement support systems through the DFAS Corporate Database (DCD) or other government systems within the DCII environment to transmit and/or receive data necessary to support the DFAS business process. All data received via a system interface must be verified to be valid, complete and not corrupted. Files that are duplicates and multiple files received, when only one expected (e.g., monthly files) are to be prevented from being processed and stored for research. Upon processing the file, a validation is to be made to ensure all records were processed successfully by validating total dollars, number of lines, in addition to file data for duplication. Upon failure of these validations, a system-generated notification should occur 100% of the time.

4.2.8 Common Software Requirements:

4.2.8.1 The system edits must identify and reject data that the user attempts to enter in an incorrect format prior to the data being accepted and processed. System must allow data already entered to be saved to allow research and prevent the need to re-enter. Edits will validate that data entered on-line and interfaced from other databases are valid. The data and application structures must maintain the integrity of all data.

4.2.8.2 The selected BMR system must be user friendly with contextual on-line help capabilities.

4.2.8.3 Provide "easy-to-understand" system documentation at the user level, using Federal and/or DoD terminology as examples.

4.2.8.4 Provide on-line query capabilities that allow users to define and store their own output across multiple tables without effecting systems performance and meeting accessibility requirements.

4.2.8.5 Provide the capability to automatically back out of all incomplete transactions.

4.2.8.6 Provide the capability to produce color graphical representation of a variety of performance and quality indicators with drill down capability. The performance measurement indicators can be obtained at the following URL: http://www.fmsat.com/task001/login.htm, on the New Requirements/Specifications page.

4.2.9 Functional Requirements by Module:

4.2.9.1 The BMR system will focus on the diverse Resource Management tasks associated with planning, programming, budgeting and execution of all DFAS resources (work load, work year, technology, and the full spectrum of financed program costs) to enhance DFAS' ability to allocate, support and maintain accountability for public assets while enabling the agency to achieve missions in support of DoD customers in a fully satisfactory manner. The BMR system will enable DFAS to "do more with less" as it must facilitate the reduction of resources applied to Resource Management functions and provide full support of the direct missions of the Agency. The BMR system must facilitate timely decision making concerning the application of critical resources in order to achieve or exceed performance management goals reflecting customer requirements. Detailed documents containing the System Requirements Specifications (SRSs) may be obtained at the following URL: www.fmsat.com/task001/login.htm to further explain the threshold and goal requirements for the BMR Project.

4.2.9.2 Funds Control:

4.2.9.2.1 The purpose of Funds Control (Appendix B) is to record and maintain current status of the balance of approved annual operating budget resources in order to preclude anti-deficiency violations. Funds Control must interface with other systems to ensure real-time transactions do not result in over obligation or misuse of available resources. The objective of funds control is to ensure that the integrity of the Agency's resources is protected by internal controls.

1. Ability to record approved annual budget authority/fund allocation for DWCF (Operations and capital) as well as for general funds.

2. Provide for the capability to electronically generate funds authorization documents (FADs). Utilizing line item methodology, allow users to identify resources and indicate target type and frequency generation.
3. Provide electronic certification and routing of the FADs, providing for redistribution 'splitting' and subsequent re-routing of FADs for the purpose of issuing authority to business/product line and locations.
4. Provide ability in funding authorization documents to establish withholds from approved operating budgets, by system, business/product line, and resource type or investment type.
5. Provide users with option to system generate targets at summary or detail level using line items on FADs for control or tracking.
6. Maintain fund availability.
7. Disallow the execution of capital and general fund resources exceeding the control target value without approval from authorized user. Permits tracking capability for management control of resources i.e., ceilings, floors, and "fenced" resources.
8. Targets generated for approved operating budgets will be created periodically for funding levels from which commitments, obligations and expenses can be executed.
9. Record commitments, obligations and outlays assuring impact and maintain status of available of funds.
10. Perform fund analysis.
11. Perform budgetary accounting.
12. Targets for DWCF capital must provide for prior year carry-over balances as part of the year-end closeout.

4.2.9.3 Accounting Module:

4.2.9.3.1 The purpose of the Accounting module is to maintain the integrity of Agency accountability for resources derived from the public through DoD customers. The accounting module will interface with various functional systems to record transactions impacting the assets, liabilities, and equity of the Agency held to support the performance of customer assigned missions at the Business/Product Line level. This module will support continuous up-to-date analyses across other BMR modules to facilitate managerial oversight of and responsibility for all resources assigned and applied to mission accomplishment. The accounting system will facilitate the delivery of managerial information supporting decision making at various levels. Accounting systems are used to record, analyze, and control budgetary and expenditure transactions under General Ledger Control. This module will

be comprised of Funds Control, Expenditures, Reimbursable Billings, General Ledger, and Controls.

4.2.9.4 Expenditures:

4.2.9.4.1 The Expenditures (Appendix C) elements of the Accounting module interact with current systems as well as facilitate manual and/or exception input means to record all resource transactions in a real-time, on-line mode enabling daily reporting, analysis, and re-forecasting of the total resource costs of operations.

1. Allow for on-line input and interface capabilities to post commitment, obligations, and expense/receipt.
2. Create commitment, obligation and accrual from T&A daily input.
3. Verify existing commitment prior to posting obligation.
4. Record Accounts Payable as offsetting general ledger update to the expense/receipt transaction.
5. Ability to reserve funds (Accounts Payable) when validating available obligations in the prevalidation process.
6. Allow for on-line input and interface capabilities to post disbursements and collections.
7. Provide ability to finalize document when all actions are complete, for both on-line input or through interface, with the ability to re-open document manually.
8. Provide ability for the user to define accrual models based on percentages, historical experience, and/or time for non-labor; and labor accruals will be posted from the use of the T&A module business rules.
9. Automatically reverse out related accruals when actual costs are recognized.
10. Ability to system calculates and posts accruals daily, weekly, bi-weekly or monthly.
11. Ability to post and track Property, Plant and Equipment.
    a) Record Acquisition of Property, Plant and Equipment;
    b) Record Asset Value Changes;
    c) Record Depreciation, Amortization or Depletion of Assets;
    d) Record Construction-in-Progress/Work-in-Process;
    e) Put in-use, take out-of-use;
    f) Transfer-in, transfer-out;
12. Record Inventory Transactions.
13. Provide ability to post accounts payable and accounts receivable write-offs.
14. Provide ability to record discounts, withholds, Interest Payments, progress payments, advance payment, and liquidated damages.

15. Allow for multifunction transactions on-line to be determined by the user.
16. Provide the user the ability to determine by percentage automated means to post the obligation and accruals on a monthly, quarterly, semi-annually or annual basis.
17. Ability to initiate OPAC transactions to accommodate and control all outbound pull, push and adjustment capabilities. These transactions require electronic certification. File will then be interfaced to the disbursement system.
18. Allow for electronic creation and certification of a SF1081 document, to be printed and/or electronically forwarded.
19. Provide ability for electronic creation, certification and processing of journal vouchers (JV).
20. Allow users to specify if JV will be automatically reversed out after accounting period close out is complete.
21. All expenditure transactions must update the SGL.

4.2.9.4.2 Miscellaneous/Suspense Accounts:

1. Provide ability to post unidentified collections, DLA Sales, Bid deposits, recyclable accounts, contract debt management/credit memorandums, loss of funds, budget clearing account, recertified check transactions.
2. Transactions will be interfaced into the system from the disbursement system, at different levels of detailed information.
3. Must be able to make adjustments to the transactions.
4. Ability to perform different reconciliation processes at different levels in order to track and clear suspense accounts.
5. Must post transactions to general ledger.

4.2.9.4.3 Treasury Reporting and Cash Reconciliation:

1. Allow for processing, calculating and creation of the Treasury level reporting Requirements
2. Provide reconciliation process between the Statement of Transaction and Statement of Accountability 302 Reporting.
3. Provide reconciliation process for the Transaction by Others (TBO) 304 reporting to Treasury.
4. Provide automated transmission of file to Treasury.
5. Provide a means to automate cash reconciliation, consisting of all collections and disbursements processed by other Disbursing Offices i.e., transactions disbursed or collected by other DSSNs, reported to Treasury through their reporting process.

4.2.9.5 Reimbursable Billing:

4.2.9.5.1 The Reimbursable Billing process (Appendix A) will provide DFAS with an automated tool for reporting, billing, and collecting revenues associated with funding provided by the appropriate customer to various levels. The system will accommodate earnings generation, earning accruals, automatic bill amount calculation, electronic certification, bill generation, automated collection processing, and collection letter generation. The automated data could come from internal modules or from external interfaces.

4.2.9.5.2 When DFAS is the Billing Office (Issuance of the Bill):

1. Ability to receive and post electronic version of an ISSA, MIPR or MOA obtaining accounting data. Also provide ability to input on-line transaction. Post to the appropriate general ledger accounts.
2. Ability to process Amendment to the funding order matching to the original order.
3. Automated means to provide an acceptance to the customer.
4. Provide capability to establish accounts receivable (earnings) based on work counts or support services, identified to the customer, updating appropriate general ledger accounts. Earnings will be entered online or via feeder applications.
5. The earning calculation must have the flexibility to take into account unit cost work-count, percentage of completion, time period pro-ration or actual cost based.
6. The earnings must be tied to the customer order.
7. Automatically create a bill with user defined unit cost output or service provided rate.
8. Process the collection against the receivable.
9. System must provide early warning as the earnings approach the MIPR dollar limit in accord with the work load projection above order level.
10. The process must prevent over-billing of the customer order. The customer order must be amended in order to process the bill or decrease earnings.
11. The ability to accumulate the bill for the customer must exist, with drill down capability to the detail level. Must have capability to print and/or send to the customer electronically.
12. Provide funds control and general ledger update for reimbursable transactions.

13. Ability to create a SF1080 bill (Invoice, future non-federal government customers) with electronic certification, printing, and send capabilities.
14. Ability to automatically close reimbursable documents when all actions are completed, with manual closure or reopen capabilities.
15. Automatic aging of accounts receivable and follow-up letter creation.
16. Ability to track type of customer for accumulation of trading partner/elimination data.

4.2.9.5.3 When DFAS is billed (Receipt of the Bill {relating to expenditures}):

1. The automated data could come from internal modules or from external interfaces.
2. Ability to create electronic version of an ISSA, MIPR or Amendment, with ability to transmit electronically or print. This will automatically establish a commitment, validating funds availability.
3. Ability to create modifications to the funding order, matching to the original order.
4. Must have the capability to manually input or process electronic acceptance of a funding order i.e., ISSA, MIPR, posting the obligation, against the commitment data.
5. Ability to receive the bill electronically post accounts payable clearing the accruals.
6. Disbursement will clear the accounts payable.

4.2.9.6 General Ledger:

4.2.9.6.1 The purpose of the General Ledger process (Appendix D) is to ensure integrity of other components of the accounting system. The General Ledger will maintain audit compliance with standards of GAAP, CFO, and FFMR as well as other applicable Federal and DoD mandates and regulatory guidance and policy.

1. Provide for a compliant general ledger to include implementation of the U.S. Government Standard General Ledger Chart (USGSGL) of Accounts supplemented by the DoD Chart of Accounts.
2. Maintain transaction posting rules and pro-forma transaction types.
3. Post all transactions using pro-forma transactions types to update the general ledger.
4. Produce data that will support audible financial statements (namely by providing an automated audit trail

to readily trace General Ledger balances to supporting transactions and their source).

5. System must have the capability to derive account balances not available in USGSGL, required for reporting i.e., obligations, customer orders, earnings, etc.
6. Ability to request daily Trial Balances containing General ledger balances as of defined period, providing balances for each line of accounting, at summary levels with drill down capability.
7. Period ending trail balances must be maintained electronically for audit trial, CFO reporting.
8. System must maintain information integrity between subsidiary and proprietary accounts.
9. Perform Periodic General Ledger Closings.
10. Ability to close nominal accounts into real accounts at fiscal year-end.
11. System must allow for multiple closing levels for year-end processing.
12. Must be CFO, GAAP, and FFMR compliant.

4.2.9.7 Time and Attendance (T&A Processing):

4.2.9.7.1 The purpose of the time and attendance process (Appendix H) is to support T&A data collection and certification to interface with DCPS for payroll processing. T&A will also provide management information and is required for the manpower, managerial cost accounting, expenditures, and workload modules.

1. Provide automated timesheet with input capability, with the ability to determine labor hours by business/product line, function, customer, and/or project.
2. Provide ability to cost T&A against a Business/Product line, customer, and/or project.
3. Integrate personnel data from the Manpower module.
4. Require electronic certification ability.
5. Manual input capability on a daily, weekly or bi-weekly basis.
6. Capability to maintain and use the existing DoD Payroll system codes for T&A input.
7. Provide a means to exception report time to other than assigned work.
8. Establish regular tour of duty hours if daily T&A are not entered.
9. Create and send payroll T&A interface file daily to the Payroll System, to include uncertified transactions.
10. Provide capability to view uncertified transactions.
11. Maintain military labor records for calculation of labor costs in conjunction with civilian equivalency rates.
12. Real-time update USGSGL with accruals.

4.2.9.8 Manpower Management:

4.2.9.8.1 The purpose of the Manpower Management process (Appendix F) is to support the administration of the total workforce (military, civilian [permanent, temporary and terminal assignments], and contractor) resources in accord with budgetary controls and mission requirements supporting DoD customers at the Business/Product Line Management levels across the diverse operating locations and functional assignments within DFAS. The module must allow DFAS flexibility to operate in a changing business environment with the ability to address complex workforce issues in an innovative manner recognizing that people are our most important as well as most predominant asset in the business of DFAS.

1. Address Allocation of Civilian (permanent, temporary, terminal), Military Labor, and Foreign National Indirect hire at the Business Product Line level.
2. Recognize Contractor Labor at the Business Product Line.
3. Provide mass re-organization capabilities.
4. Manual input and calculation ability.
5. The use historical data i.e., DCPDS, DCPS, RADSS and Manpower history files.
6. Ability to assign and track authorized positions by business product line and/or output.
7. Ability to create/input proposed personnel action with analysis of work year resource impact capability.
8. Provide ability to analyze productivity factors as a function of work years and work counts executed through interface with Workload/PM module data.

4.2.9.9 Workload (work counts)/Performance Measure Indicators:

4.2.9.9.1 Work counts (Appendix G) are the defined measurable units of a product line. The costs of a product line divided by its work counts produce a cost per unit of the product line, or its unit cost. Work counts are normally provided by the product line feeder systems (e.g. civilian pay, military pay, vendor pay, contract pay, travel, etc.) Work counts are identified to specific customers and ultimately billed to those customers at a rate per unit produced. This billing rate recovers product costs, applicable overhead, and factors in prior year gains or losses.

1. System must be capable of generating work counts for each business/product line.
2. Interfaces required to obtain work count data are needed.
3. Work count data will be stored, maintained and will be retrievable.
4. Work counts are integrated across functional processes in DFAS (e.g. unit cost, PMIS, Budget, Billing, etc.)

4.2.9.9.2 The Performance Measures and Indicators (PMI) process (appendix G) provides quality, timeliness, accuracy and production information to support managerial decision making, Government Performance and Results Act (GPRA) requirements, and Defense Management Council (DMC) performance contracts with OSD. Coverage includes all business and product lines, Accounting, and Resource Management information. The PMI Questions can be obtained at the following URL: http://www.fmsat.com/task001/login.htm

1. PMIs are color based graphical representations (e.g. bar graphs) of performance, based on pre-determined formulas. Thresholds determine colors, and all major business areas of DFAS are covered. Indicators that do not lend themselves to graphic based representations are represented in table based formats.

2. Drill down capability is needed, from overall major product line down to individual production locations through out DFAS.

3. Summary reports are needed – i.e. color based summary reports recapping a variety of non-related measures to provide a quick "snapshot" of the health of DFAS.

4. All data feeds to the module are to be automated; the ability to capture manually entered data is needed.

5. Users of the system include a variety of individuals throughout DFAS, including mangers and executives.

6. Navigation of the PMI system needs to be user friendly, with security controls over individual PMI formulas, definitions, and formats, and updates.

7. The ability to manipulate data, apply changing business rules and performance standards to the data is needed.

8. PMI data must be updated and available for use on a daily basis.

4.2.9.10 Managerial Cost Accounting:

4.2.9.10.1 The purpose of the Managerial Cost Accounting process (Appendix E) is to recognize on a daily basis the application of direct and indirect resources to the performance of DFAS missions at the Business/Product line level identifying and leading to explanation of unit cost variance to performance goals across diverse locations. The module must support managers' ability to understand historical performance and as well as develop trend analyses forecasting likely future performance. This module will support better understanding of business processes and facilitate decision making at various levels within the organization.

1. Ability to capture data from all modules within the system for management information.
2. Provide capability to capture costs daily in order to perform analysis on various categories of work from summary to detail level. When actual costs are not available, accrual data will be used.
3. Provide ability to assign total agency costs to the billing rates by using historical, current and forecasted work counts. Must take into consideration, anticipated customer revenue, based on workload performed.
4. Must allow for unit cost allocation of direct, and indirect and General and Administrative (G&A) to business/product line and locations with the flexibility to allow the user to define business rules for the distribution of costs.
5. Must provide capability for trend analysis, or common forecasting models, definable by user.
6. Provide capability to compare cost data across locations within the same business/product line.
7. Allow for allocation of different types of costs to one or many outputs, business/product line and/or locations.
8. Actual execution of costs must be compared and tracked against the estimated budgeted unit cost.
9. Must have the flexibility to support the different methodologies according to Statement of Federal Financial Accounting Standards (SFFAS) Number 4, i.e., Activity-Based, Job Order, Process and Standard Costing.
10. Must provide cost monitoring and reporting capabilities.

4.2.9.11 Budget Formulation/Management:

4.2.9.11.1 The purpose for the budget formulation management process (Appendix B) is to prepare resource (workload, work-year, and cost) plans, programs, budgets and to manage

resource execution in accord with DoD Planning Programming Budgeting System (PPBS) objectives that will enable the performance of the DFAS mission while satisfying customers performance goals.

1. Must be capable to derive budgetary controls based on prior year program, based on user-defined calculations, and manual input.
2. Provide for decentralized multi-level budget preparation, this includes the ability to create, modify and submit budgets using previous budget submission/versions, blank template or imported file as a baseline.
3. Ability to develop budget estimates for both DWCF (operations and capital) and general funds identifying budget types, i.e. labor, non-labor, work years, workload, systems, business/product line and phasing plans. Incorporate ability to identify and cost salary and benefit components as well as average work year labor costs at various business/product line levels and locations.
4. Provide users capability to perform "what-if" analyses and manipulate the data to develop budget request. These scenarios will be saved to a temporary area without database impact, for future use, printed and/or exported to excel/access for more complex calculations.
5. Provide the user the ability to review, change and lock budget items from the temporary area into the budget submission.
6. Capability to route for review and approval must be available for all levels of budget requests/submissions to include the temporary scenarios.
7. Provide capability to close the submission and pass to the next level for review, changes, and approval and forwarding on to the next level, disallowing unauthorized modifications.
8. Provide capability to narrate and audit changes after each lock point of the budget submission
9. Ability to add, change, delete data within the required schedules/exhibits. Also provide the capability to route via electronic mail.
10. Ability to identify and prioritize Unfunded Requirements(UFR) with the Budget Submission and then forwarded to a higher level for review/approval
11. Ability to identify financed components of the budget in a prioritized decrement list to facilitate zero-sum reallocation of resources supporting changing mission goals, objectives, and customer requirements.

12. Ability to provide approved Annual Operating Budget (AOB) elements to the Accounting Module for purposes of fund control.
13. Ability to interface with various modules to monitor the execution of resources in comparison to Approved Operating Budget and/or funded levels in the Fund Authorization Document.
14. Ability to compare resource execution with various plans such as the phasing plan and/or statistical, historical experience and/or various straight-line models based on monthly and daily production and cost attributes.
15. Ability to localize cause of deviation to performance contract objectives and phasing plans emphasizing impact on unit cost components (workload, work years, and cost by categorization of element of expense).
16. Ability to facilitate preparation of narrative analyses of deviations and to communicate these analyses in graphical as well as narrative formats using multimedia and networking tools (i.e., desktop video conferencing) across multiple locations involved in business/product line management.
17. Permit periodic (i.e., Midyear) evaluation of resource execution for the purpose of re-allocating/re-programming resources in a changing business environment subject to variance of reimbursement from customers.
18. Ability to reforecast phasing plans for the execution of resources based on changes in their re-allocation or change in customer-driven resource parameters.
19. Provide ability to calculate Agency-wide unit cost billing rates as well as Business/Product Line unit cost earnings rates based on Agency POM and Budget submissions in coordination with OSD(C) and customer Services in PBD processes. Enable back-solver tools to facilitate revision of unit cost billing/earning rates based on customer resources and cost performance measures.

4.2.9.12 Common Requirements:

4.2.9.12.1 The following requirements apply to all of the above functional requirements.

1. Assure data integrity providing a complete audit trail.
2. Deploy security measures.
3. Process all transactions through stringent edits.
4. Provide ad-hoc, stored, and shared queries of the system.
5. Queries must be available electronically, by hard copy, and/or extractable to user defined software application.

6. All tables within the database must be available to query separately or combined i.e., fully relational database(s).
7. Must provide for drill down capability from the highest level of data and vise versa.
8. Provide flexibility to incorporate and maintain Standard Fiscal Codes, pro-forma transaction types, USGSGL, and other tables.
9. Provide Electronic Certification for all processes requiring signature/approval.
10. System must be timely, useful, reliable, and responsive. Data will be refreshed real-time or at a minimum on daily basis, depending data types.
11. Business management redesign must be able to leverage changing technologies and business processes to improve performance and reduce costs.
12. Facilitate continuous improvement, in the delivery, timeliness, and accuracy of management information to decision-makers.
13. Warehouse retrievable and archival abilities. Must have a means to archive data with timely (on-line) accessibility. Also must have the ability to query data with little to no impact on the production system.
    a) All transactions must be available at a detail Level, even when the document is closed, for audit and query capabilities in accordance with DoD regulations.
14. System must allow for backup and recovery processes.

4.2.10 Standard Reports by Function

Note: Example reports can be viewed on the following URL: http://www.fmsat.com/task001.login.htm on the "Library" page. The current reports are listed in the "As-Is" page; however, these are examples of current environment to be used as reference material only. Some of the requested reports are listed in the "To-Be" page, which contains what the users would like to be provided in the new system.

4.2.10.1 Billing

- Aged Reimbursable Accounts Receivable Listing
- Customer Orders Accepted/Unfilled Orders Subsidiary Ledger
- Status of Funds Report
- SF1080 (Voucher for Transfer between Appropriations)
- Collection Dunning Report
- Receivables Ledger

4.2.10.2 Budget

- Funds Authorization Document
- Budget Execution Document
- Cost Summary
- Phasing Plan
- Workload Summary
- Unit Cost Summary
- Work year Summary
- Workcount/Customer Summary
- DWCF Summary
- Derivation of Unit Cost Estimates
- Operating Target Schedule

4.2.10.3 Operating Budget

- Schedule 1 - Changes in the Costs of Operation
- Schedule 2 - Derivation of Unit Cost Estimates
- Schedule 3 - Work years / Output by Center
- Schedule 4 - Workload Summary
- Schedule 4A – is run for O&M
- Schedule 4B – is run for DWCF / Non-DWCF
- Schedule 4C – is run for RDT&E
- Schedule 4D - Defense Agencies
- Schedule 4E - Support to Others
- Schedule 5 - Mil & Civ Personnel, End Strength by Grade
- Schedule 6 - Base Support ($000)
- Schedule 7 - Cost by Organization - Object Class ($000)
- Schedule 7A - Costs by Organization - Output
- Schedule 8 - Unfinanced Operating Rqmnts Priority List
- Schedule 9 – Unfinanced Operating Rqmnts Description ($000)
- Schedule 10 - Decrement Priority List
- Schedule 11 - Work years/End strength Phasing Plan
- Schedule 14 - Transfer of Functions Between Centers and From Other Agencies
- Schedule 15 A/B - Foreign Military Sales
- Schedule 16A - Information Services Work Years
- Schedule 16B - Direct Billable Hours by System
- Schedule 16C - 5F Contractor Costs by System
- Schedule 16D - Revenue Projection
- Schedule 18 - Training ($000)
- Schedule 19 - Management Initiatives ($000)

4.2.10.4 Capital Exhibits

- Exhibit Fund 9a - Business Area Capital Investment Summary
- Exhibit Fund 9b Supplement - Capital Purchases Justification Attachment
- Software Dev/Mod
- ADPE
- Management Initiatives
- CAP-1 - Justification of Unfinanced Capital Requirements
- CAP-2 - Summary of Unfinanced Capital Requirements
- CAP-3 - Funded Capital Purchase Justification

4.2.10.5 Expenditures

- Transaction Journal Listings
- Capital Asset Subsidiary Ledger
- Accounts Payable Aging Report
- Accounts Receivable Aging Report
- Revenue Report
- Negative Unliquidated Obligation Report
- Travel Advance Report
- Interface reports (User and administrator level)
- Statement of Accountability Report
- Statement of Transaction Report
- 304 Report
- 110 Transmittal Listing
- Suspense Account Listings

4.2.10.6 General Ledger

- Trial Balance
  - Departmental
  - Agency
  - Consolidated
  - Sub-Allotment
  - Business Area
- Post-Closing Trial Balance
- Closing Trial Balance

4.2.10.7 Managerial Cost Reports

- Costs & Workload

- Performance Report
- Indirect Allocation
- G & A Allocation
- Undefined Costs
- DWCF Report
- Capital Program and Obligations
- Capital Obligations/STP Expense
- 1307 Report
- Exhibit A - Work Years and Personnel Cost Report
- Exhibit B - Work Years and Personnel Cost Report
- Statement Of Net Costs
- Personnel Strength and Man-hour Data Report - RCS 48 Military Personnel
- Personnel Strength and Man-hour Data Report - RCS 1174 Civilian and Military Man-hours
- Job Order Cost Report
- Summary Project Data Report

4.2.10.8 Manpower

- Manning Document
- End of Month Strength Document
- Payroll Mismatch Document
- High Grade Document
- Civilian/Military Work year/End strength by OPLOC
- Civilian On-board Strength
- Monthly Document of Military On-board Strength
- Gains and Losses Document
- Monthly Execution Document Civilian and Military Work years
- Civilian Personnel Costs by Business Area Analysis of Changes in Work year Costs
- Object Class 1300 breakout
- DBOF Consolidated Trial Balance Compensation Cost Document
- Staffing Bridge Document
- Organization Chart Document

4.2.10.9 Workload/Performance Measurement

- Summary Recap Sheet for PMI's
- Canned Formats for Individual PMI's

4.2.10.10 Time and Attendance

- Electronic Time Sheet
- Uncertified Time Records
- Leave Request Form
- Military Personnel Cost Variance Report

4.2.10.11 Other Reports

- Security Reports
  - By User
  - By User Id
  - By Groups/Function

- Interface Reports
  - Transmittal
    - Data Sent from each interface
    - Files accepted or rejected

4.2.11 Record Retention and Archiving

4.2.11.1 Provides retention capabilities to retain, retrieve, and purge data.

4.2.11.2 Provide the ability to archive data in order to minimize need for machine storage or paper copies and to allow timely retrieval, and query capability of archived data.

4.2.11.3 Maintains an on-line history file of closed out documents for reporting purposes.

4.3 Technical Requirements:

4.3.1 The system will be implemented in the DFAS Corporate Information Infrastructure (DCII) as a Type II system, Attachment 1. Type II applications can exchange data with DCII Common Environment (DCII-CE) elements through the interoperability service (Non-standard Area). The DCII-CE is a collection of information elements integrated with the DFAS Common Operating Environment (COE). Each element within the DCII-CE and every infrastructure service must comply with standards specified for the DCII-CE.

4.3.2 Conform to DoD and DFAS Information Management Strategic Plan (Attachment 3).

4.3.3 The selected system must not conflict with DoD and DFAS Common Operating Environment.

4.3.4 Possess a system design that permits rapid system changes and flexibility to accommodate new and changing requirements IAW the DFAS Business Evolution (DBE) philosophy.

4.3.5 The technical capabilities of the system shall conform to the requirements of the DoD Joint Technical Architecture (JTA), Version 3.0. This document can be located at the following web address: http://www-jta.itsi.disa.mil

4.3.6 The system must conform to the Disability Handicapped Act and be compliant with Section 508 of the Rehabilitation Act.

4.3.7 System administration must provide the ability for data recovery, identification and correction of corrupted tables, and adjustments to the database configuration to optimize performance.

4.3.8 Restore the system to its last consistent state and reapply transactions that have not been successfully posted since the last backup, reversing out erroneous interface transactions.

4.3.9 The selected BMR system must be operable on the Defense Information System Network (DISN) and the DFAS Enterprise Local Area Network (ELAN) within an acceptable response time. The contractor shall not propose to use any other environment than the DFAS approved DISA network stated above.

4.3.10 The system must be able to complete all functions within the pre-defined processing "windows" (e.g., daily, weekly, monthly, quarterly, annually) determined during the analysis phase. The system must visually notify the user that it has received and accepted a command, and that the command is being processed on the server, within 2 seconds (exclusive of network traffic).

4.3.11 Internal Controls. The system must have Automated Data Processing (ADP) security in accordance with applicable directives for sensitive unclassified, and unclassified information in accord with DoD 5200.28, "Security Requirements for Automated Information Systems."
This document can be viewed at the following web address: http://www.fas.org/irp/doddir/dod/d5200_28.htm

4.3.11.1 Control individual user access to specific transactions/business/product line/location. The system or security administrator will control parameters limiting user authority to access and perform specific transactions.

4.3.11.2 Permits access restrictions at the table level and task level as necessary.

4.3.11.3 Allow overriding validation and/or look-up data by authorized users during data entry with the option to update tables with new values. All overrides will be electronically logged.

4.3.11.4 Allow entry to only those individuals who are authorized.

4.3.11.5 Require the use and validation of passwords for application system log-on.

4.3.11.6 Passwords must be capable of periodic change and require a mandatory change after a specified period of time with automatic lockout and a "three strikes" lock out capability.

4.3.11.7 Provide the capability to limit user access by accounting classification code structure to create, read, update and delete by authorized personnel.

4.3.11.8 Support authorization for access to specific system functions to be defined by the system administrator for the users of the System, so that separation of duties is maintained for system maintenance, transaction input, approval of transactions and retrieval of information.

4.3.11.9 Provide system audit logs that record each user name, date and time of log-on, success or failure log-on, access violations, abnormal terminations from the system, etc.

4.3.11.10 Maintain an audit trail, in addition to history files and the system's audit log and interface tracking, which records information specific to each transaction.

4.3.11.11 Provide a transaction identification scheme, which allows the transactions in the system to be traced to the source document and specific user.

4.3.11.12 Provide the ability for tracing the status of documents.

4.3.11.13 Provide the ability to ensure that the system will maintain its integrity. The system should monitor itself on a regularly scheduled user-defined period of time, to reconcile critical files and accounts. The system should be able to produce a report that describes in detail any out-of-balance conditions.

4.3.11.14 Maintain and report history of all changes to table data.

4.3.11.15 Provide safeguards to avoid or prevent damage of the accounting data from such events as operator errors, simultaneous changes or system failures.

4.3.12 System Enhancements. The contractor shall provide software enhancements to the selected software as designated by the government to meet selected key minimum requirements. The enhancements shall be selected from the missing functionality identified in the contractor's response to the functional requirements. The Contractor must identify deficiencies in system functionality with an itemized price for making system enhancements. In addition to price, the contractor shall identify the labor categories (skill-sets) and the timeframe to accomplish these enhancements.

4.3.13 *Current DFAS Hardware/Software Configurations.*

4.3.13.1 Current Performance and Capacity of Existing Systems. This information is provided to give some back ground and scope to the size of the effort. This is not indicating, in any way, the environment in which we want the new system to operate.

4.3.13.1.1 Has processing capability to support an annual transaction volume of 6 million accounting transactions.

4.3.13.1.2 Has the ability to support over 18,000 concurrent users at local and remote sites with simultaneous data entry using one or more transmission and entry methods. The current Defense Business Management System (DBMS) only operates at DMC-Columbus, however; customers are linked into DBMS from the various DFAS Business Areas.

DFAS Sites and Business Areas				
Cleveland	Columbus	Denver	Indianapolis	Kansas

				City
Charleston Norfolk Oakland Pacific Japan Pensacola San Diego		Dayton Limestone Omaha San Antonio San Bernardino	Europe Lawton-Fort Sill Lexington Orlando Rock Island Rome Seaside St. Louis	

4.3.13.1.3 Has the ability to be available to on-line users for a window of 15 hours and the capability to process normal batch cycles within a 24 hour time window.

4.3.13.1.4 Have uptimes in excess of 99% of the on-line processing window.

4.3.13.2 Current DBMS (ABS) Environment

4.3.13.2.1 Operates on a mainframe IBM-OS390 operating system supported by DMC Columbus.

4.3.13.2.2 Also operates on a mid-tier UNIX operating system supported by DMC Columbus.

4.3.13.2.3 The DISN (Defense Information Systems Network) provides the long-haul telecommunications services.

4.3.13.2.4 The ELAN (Enterprise Local Area Network) provides the Local Area Networks, agency-wide client/server.

4.3.13.2.5 Desktop computers provides the local computing capability for the office environment, configured with Windows NT and Microsoft Office.

4.3.13.3 Current Data Storage

4.3.13.3.1 Current system is Year 2000 compliant.

4.3.13.3.2 The actual DFAS database is currently storing 5.6 Gigabytes of data.

```
DBMS      KILO has 70,221 tracks allocated
          ROME has 29,079 tracks allocated
          TOTAL   99,300 tracks allocated
          Bytes per track 56,664
          TOTAL bytes = 5,626,735,200 (5.6 GIG)
```

```
APVM       KILO has 6,534 tracks allocated
           ROME has 6,534 tracks allocated
           TOTAL   13.068 tracks allocated
           Bytes per track 56,664
           TOTAL bytes = 740,485,152 (.7 GIG)


ABS        9.5 GIGS allocated for ABS on ELMER
```
Total space allocation for DBMS and related systems to:

```
     DBMS 5.6
     APVM 0.7
     ABS  9.5
     TOTAL 15.8 GIG
```

4.3.13.4 Minimum Hardware Configuration Required

4.3.13.4.1 The selected system must work within the existing DFAS configuration standards. Minimum Client Desktop Systems are configured with the following:

> **Windows NT Systems**
> Pentium Processor
> 32 MB RAM
> 1 GB Hard Disk
> Super VGA card
> Network Interface Card 3.5"
> 1.44MB Floppy Drive
> 101 Keyboard Mouse
> 15" SVGA Monitor

4.3.13.4.2 The LAN is Novell NetWare 4.11 IPX for LAN TCP/IP for all others. NT VIA RPC/TCP/IP or IPX – no Microsoft networking (Domains/Trees)

4.3.13.5 Current PMIS Environment

4.3.13.6 Current RADSS Environment

4.3.13.7 Current AWC Environment

4.4 Interfaces

4.4.1 The contractor shall develop all interfaces to the DCII/CE environment. As interfaces are activated into the DCII environment they will then be processed to the BMR System. The Interfaces will contain the same data as determined below, however they will come directly from the DCII environment. The BMR system must be able to accept interfaces, from both legacy systems and from the DCII

environment. The system must also have the flexibility to re-map interface data from the legacy system layouts to the DCII environment layouts.

4.4.2 The selected BMR system must provide the capability to exchange data electronically between the DoD and industry. The system must provide an automated environment that is 100% compliant with industry and government with EC/EDI ANSI X12 transactions sets for government IC's, as well as comply with DoD Defense Messaging Service requirements.

4.4.3 Interface Types

4.4.3.1 Contract Requisition/Commitment Interface will be an outbound interface to the DCD or the Contracting system. This interface consists of requisition data created from the input of the commitment in the accounting system. This will begin the procurement process within the contracting system.

4.4.3.1.1 Must have the ability to create an EC/EDI ANSI X12 814 file containing contract commitment data, with required data elements in accordance with trading partner agreements.

4.4.3.2 Contract Obligation Interface will be an inbound interface to BMR system from DCD or the Contracting system. This interface will consist of financial contract data, creating the obligation in the accounting system.

4.4.3.2.1 Must have the ability to accept an EC/EDI ANSI X12 850 file containing contract obligation data in accordance with trading partner agreements. Match the obligation to the commitment transaction and post obligation transaction, through appropriate edits.

4.4.3.3. Contract Modification, Commitment/Obligation adjustment interface will be an inbound interface to BMR system from DCD or the Contracting system. This interface will consist of financial changes to the contract, creating an adjustment to the document elements and/or commitment and obligation amounts.

4.4.3.3.1 Must have the ability to accept an EC/EDI ANSI X12 860 file containing contract adjustment data in accordance with trading partner agreements. Match the adjustment to the commitment transaction and post necessary change(s) transaction, through appropriate edits.

4.4.3.4 Receipt/Acceptance, expense/receipt and accounts payable interface will be an inbound interface to BMR system

from DCD or the Accounts Payable system. This interface
will consist of receiving/acceptance data, creating an
accounts payable, expense/receipt transactions.

4.4.3.4.1 Must have the ability to accept an EC/EDI ANSI X12
861 file containing contract expense/receipt data in
accordance with trading partner agreements. Match the
transaction to the commitment transaction and post necessary
accounts payable and expense/receipt transaction, through
appropriate edits.

4.4.3.5 Travel, Purchase Card, and Power Track commitment,
obligation and expense interface will be an inbound
interface to BMR system from DCD or the Defense Travel
system or Bank systems. This interface will consist of
multi-function transaction.

4.4.3.5.1 Must have the ability to accept an EC/EDI ANSI X12
821 file containing travel, credit card, and transportation
commitment, obligation and expense/receipt data in
accordance with trading partner agreements. Ability to
create the commitment, obligation and expense transaction,
through appropriate edits.

4.4.3.6 Write-off interface will be an inbound and outbound
interface between the BMR system and DCD or Accounts
Payable, Debt Management and Disbursing Systems. This
interface will consist of recording receivables or writing
off both payables and receivables.

4.4.3.6.1 Must have the ability to accept and create
interface files containing write-off data. If accepting
interface, verify transaction does not already exist,
process through appropriate edits and create the write-off
in BMR. If establishing a write-off on-line, create an
outbound interface. Must also have the ability to accept a
transaction that will create the refund receivable, matching
the receivable to the appropriate contract.

4.4.3.7 Disbursement/Collection Transactions By-Self
Interface is inbound to BMR system from DCD, STANFINS
Redesign 1 (SRD1) or Defense Standard Disbursing System
(DSDS). This interface will consist of all types of
disbursements and collections.

4.4.3.7.1 Must have the ability to accept an interface file
containing all types of by-self disbursement and collection

transactions. Must post the transactions against an existing record, processing through appropriate edits.

4.4.3.8 <u>Disbursement/Collection Transactions By-Others Interface</u> is inbound to BMR system from DCD or Defense Cash Accountability System (DCAS). This interface will consist of all types of disbursements and collections.

4.4.3.8.1 Must have the ability to accept an interface file containing all types of by-other disbursement and collection transactions. Must post the transactions against an existing record, processing through appropriate edits. General ledger update is different from transactions posting in the interface under 4.4.3.8.

4.4.3.9 <u>Interfund Disbursement and Collection Interface</u> is an inbound to BMR system from DCD or the Defense Automatic Addressing System (DAAS). This interface will consist of Interfund disbursements and collections.

4.4.3.9.1 Must have the ability to connect to the Defense Automatic Addressing System (DAAS) and pull down files daily. That file then would be processed to extract the DFAS transactions. This process requires passing multiple edits, striping of non-financial data and creating an inbound interface file to post disbursement and collection files to the BMR System. General ledger update is different from transactions posting in the interface under 4.4.3.8.

4.4.3.10 <u>Capital Asset Subsidiary Ledger Interface</u> will consist of several inbound and outbound interfaces to and from the DCD or the Defense Property Accountability System (DPAS). 1) Interface the requisition/commitment data from the accounting system to the property system to record the accounting and automatically record financial data of a capital asset document; 2) interface consists of Transfer-In, Transfer-Out of Assets, Put-in or Take-out of use of Assets, Depreciation Expense, WIP or CIP amounts. 3) Reconciliation file from DPAS of the subsidiary ledger to balance to the proprietary trial balance in the accounting system. All transactions must match back to the original document representing either the purchase or transfer in of an asset.

4.4.3.10.1 Must have the ability to create a file to send to DPAS of all Commitments for Capital Asset type documents, consisting of elements identifying type of costs and asset.

4.4.3.10.2 Must have the ability to accept an interface from Property system and post all transaction types in reasonable order. As an example, a specific asset must be put in use prior to posting depreciation expense. These transactions may come in the same file so it is critical of the order or processing transactions to the accounting system.

4.4.3.10.3 Must have the ability to accept an interface from property system containing the subsidiary ledger balances, and reconcile the file against the proprietary trial balance to assure the two systems are in balance. Must provide a file of any difference for the user to view electronically.

4.4.3.11 Transaction-For-Other Transmittal Interface is an outbound file for either the DCD or DCAS or in report format for Inter/governmental agencies outside of the DoD. This interface will consist of disbursement and collection transactions made by our site (DSSN) for other government sites.

4.4.3.11.1 Must have the ability to create separate files containing transactions paid by us for other Agencies. These transactions will contain a data element identifying what Agency is the receiver, which will determine the break of the files. Must also have the ability to view electronic file, print these files for both, reconciliation and/or to send to Agencies that can not receive an electronic file. These files also must be maintained and reconciled against the Treasury reporting (302 report).

4.4.3.12 Agency/CFO Reporting Interface is an outbound file for either the DCD or Defense Departmental Reporting System. This interface will consist of Trial Balance GLAC accounts and balances.
4.4.3.12.1 Must have the ability to create a file containing trial balance GLAC accounts and balances. Must also have the ability to view electronic file, print these files for both, reconciliation and/or to present to management in different formats through a query tool. Must also have the ability to add notes to this file, both in footnote format and by GLAC account/balance line note.

4.4.3.13 Treasury Reporting Interface is an outbound file for either the DCD or Treasury System. This interface will consist of summary level transactions, Line of Accounting level, Net Disbursement and Collection amounts, processed in the accounting system within an accounting period. Trial Balance GLAC accounts and balances. This file must also be

maintained electronically for internal users for query, reconciliation, and management purposes.

4.4.3.13.1 Must have the ability to create a file containing four parts. Part one consists of Total Net Disbursing Officer's Cash (received from Disbursing system {302/SOA}); Part 2 will contain summary level by-self transactions posted in the accounting system, which must equal part 1 balances; part 3 contains summary level by-other transactions posted during the month (304); part 4 contains summary level Interfund transactions posted during the month (304). Must also have the ability to view electronic file, print for both, reconciliation and/or to present to management in different formats through a query tool.

4.4.3.14 Gross Pay Reconciliation interface provides actual civilian hours and dollars on a bi-weekly basis. This file will be used for the Expenditure and Manpower processes. This interface will be an inbound interface to BMR system from DCD or Defense Civilian Payroll System (DCPS).

4.4.3.14.1 Must have the ability to accept an interface file containing labor hours and dollars for manpower processes.

4.4.3.14.2 Must have the ability to process inbound interface for actual labor costs. Ability to match the incoming transaction to the original transaction created from T&A input, making necessary adjustments to the commitment and obligation, reversing out the related accrual posting the actual expense and posting the disbursement, through appropriate edits.

4.4.3.15 Civilian Position interface provides civilian assigned positions (Master Employee Record) on a bi-weekly and monthly basis. This file will be used for the Manpower processes. This interface will be an inbound interface to BMR system from DCD or Modern Defense Civilian Personnel Data System (MDCPDS).

4.4.3.15.1 Must have the ability to accept an interface file containing data on civilians assigned to civilian positions for manpower processes.

4.4.3.16 Military Position interface provides military authorized positions on a bi-weekly and monthly basis. This file will be used for the Manpower processes. This interface will be an inbound interface to BMR system from DCD.

4.4.3.16.1 Must have the ability to accept an interface file containing data on military authorized service data for manpower processes.

4.4.3.17 <u>Time and Attendance (T&A) interface</u> provides time sheet data (hours) to payroll system. This file will be an outbound interface to DCD or DCPS.

4.4.3.17.1 Must have the ability to create an interface file on a daily basis containing T&A input data and send to DCPS.

4.4.3.18 <u>Workload interface</u> consists of work count data from all Type I, Type II, and Type III systems from DCII environment.

4.4.3.18.1 Must have the ability to receive an interface file on a daily basis containing work count data from DCII/CE Environment (DCD or DCW).

4.4.3.19 <u>Performance Measurement Indicators interface</u> consists of performance measure counts from all Type I, Type II, and Type III systems from DCII environment.

4.4.3.19.1 Must have the ability to receive an interface file on a daily basis containing performance measure counts from DCII/CE Environment (DCD or DCW).

4.4.3.20 <u>Disbursement/Collection Transactions By-Self Interface</u> is outbound from BMR system to DCD, STANFINS Redesign 1 (SRD1) or Defense Standard Disbursing System (DSDS). This interface will consist of all types of disbursements and collections.

4.4.3.20.1 Must have the ability to accept an interface file containing all types of by-self disbursement and collection transactions. Must post the transactions against an existing record, processing through appropriate edits.

4.4.4 Interact with other financial systems to provide a comprehensive financial and accounting information environment.

4.4.5 Provide system interfaces via electronic media for two-way flow of data with other systems, maintaining complete audit and integrity control over all interfaces.

4.4.6 Violations for all interfaces must be put to violation files allowing users to make specified changes and manually release for instant database update. These files should

automatically be recycled periodically to assure they are still in a violation status.

4.4.7 Reject/Acceptance capability must exist for all EDI inbound interfaces. This would consist of creating an EC/EDI 824 Transaction set which would be sent to initiator of the record/file providing status (rejected or accepted) by the accounting system.

4.4.8 Inbound interfaces must run through the same edits as manual on-line transactions. They must be validated against appropriation tables and Standard Fiscal Code tables prior to updating general ledger.

4.5 Security:

4.5.1 Only those users with valid rights to access data are permitted to change/view data, and the change to data is reflective of the most recent and required data update per business rules and system administrator user profile. The user profile contains access rights, approved by appropriate manager.

4.6 Conversions:

4.6.1 The contractor shall develop a data conversion strategy plan from current system to proposed system, analyze the conversion requirements, define conversion program specifications, identify data to be converted, develop required data conversion programs, and execute the conversions. The selected BMR system must provide complete disclosure of financial results, adequate financial information for managerial purposes, effective control over and accountability for assets, and reliable accounting and financial reporting. Must validate/analyze converted records and balances to closing balances in legacy system. The system must satisfy the requirements that will result in a core accounting system. Data will be converted at the detail level only. No summary balances will be converted (i.e., balances that can not be attributed to individual transactions will be written off prior to conversion.

4.6.2 Contractor personnel shall develop, in coordination with the DFAS program management office/technical project officer, a conversion strategy for implementation.

4.6.3 The system must maintain the data integrity of the converted data.

4.7 Testing:

4.7.1 The contractor shall perform the System Integration Testing (SIT), providing test results, problem reports, and test scripts to the BMR Project Office.

4.7.2 The contractor shall assist the BMR Project Office and/or JITC in all levels of testing. The selected software will be evaluated based on these testing methodologies.

- Software qualification Test (SQT)
- Systems Application Testing (SAT)
- Enterprise or End-to-End testing
- Interface Testing (Interoperability)
- Stress/capacity testing
- Independent third-party FFMR assessment testing

4.7.2.1 The following consists of (but not limited to) testing requirements for selected software system:

- Tracking test results
- Provide Test software
- Electronic Routing and Signature
- All documentation deliverables be provided in electronic formats readable by Microsoft Office 97
- Interfaces to and from DCII/CE systems
- System performance
  - Uptime
  - Response time
- Configuration management
- Conversion of existing data
  - Data Integrity
  - Verify beginning/ending balances
  - Verify all reports
- System functionality
- Security
- Regulation compliance

4.8 Implementation Strategy:

4.8.1 The goal of DFAS is to be operational by October 1, 2001. This is full operational capability (FOC) for all DFAS sites.

4.8.2 The contractor shall assist government personnel in developing an implementation plan for accomplishing the October 1, 2001 goal stated above. This plan consists of identifying the methodology to integrate the BMR system into the DFAS environment.

4.8.3 Additional support in the areas of program management, optimizing system performance and training of personnel will be required after implementation is completed.

4.8.4 The contractor shall coordinate with the DFAS Project Management Office and/or technical project officer as implementation strategies are being developed.

4.9 Test System:

4.9.1 The BMR Test System to be delivered for the test shall be the most current version/release available for general distribution at the time the initial delivery order is issued, to include selected enhancements.

4.9.2 The contractor shall provide an installation plan to assist the Technical Project Officer, complete a schedule for the Software Qualification Test (prototype) and a technical acceptance test plan.

4.9.3 The contractor shall provide an installation package of the procured software at the specified Defense Mega Center, to ensure proper integration within the DFAS/DISA environment. Additionally, the contractor shall enter all table data for initial installation or other semi-static information into the system. At a minimum, the following sub tasks shall be included in the proposal work plan:

4.9.3.1 Develop Installation Plan to enable DISA system operators to install the software on their hard ware, in their environment.

4.9.3.2 Deliver software and user documentation

4.9.3.3 Develop interfaces to include mapping the data into the BMR system and providing the functionality.

4.9.3.4 Develop data conversion programs and convert the data into the system.

4.9.3.5 Assist with development of Standard Operating Procedures (SOPs) for business practices that will be changed to accommodate the COTS software.

4.9.3.6 Develop required enhancements.

4.9.3.7 Assist with the initial installation of the software.

4.9.3.8 Assist with the initial table loading and maintenance.

4.9.3.9 Develop training packages and conduct training.

4.9.3.10 Assist with the execution of the System Acceptance Test.

4.10 Technical Assistance (Support):

4.10.1 The contractor must propose their approach for providing troubleshooting support once the system is operational.

4.11 Training:

4.11.1 The contractor shall develop a plan that identifies a training schedule for each course. The schedule shall identify the date the proposed course should be given, the duration of the course, target audience, and number of participants. The plan shall also include a list of user manual requirements which identifies by type of manual, the number of required manuals and the target audience. All training will use examples of documents/data familiar to DFAS users.

4.11.2 The contractor shall prepare the materials necessary for training of the users, establish the training environment and training data, conduct the training to convey to the users how to effectively use the application software in the DFAS environment and assisting DFAS with the scheduling of the training.

4.11.3 Additional Customized Training. In addition to standard course offerings, the contractor shall provide training for specific business management requirements necessary as a result of the contractor's effort in the other support categories described within this statement of work.

5.0 Deliverable/Delivery Schedule:

CLIN	Title	DID #	Disposition
A001	Project Management Plan (Milestones)		
A002	Executive Briefing, (Requirement Analysis, Suggested Milestones, Risk Assessment)		
A003	Monthly Cost and Performance Report		
A004	Monthly Project / Status Report		
A005	Monthly Invoices / Billing		
A006	GAP Analysis documents (Cost Trade-Off Analysis, Risk Assessment)		
A007	COTS Software		
A008	Monthly on-line Technical Support Report		
A009	GAP Analysis Report		
A010	Implementation Plan		
A011	Training Plan		
A012	Test Plan		
A013	Users Manual		
A015	Systems Operations Manual		

A016	Data Dictionary		
A017	Courseware		
A018	Architecture Design & Schematic (tables, attributes, relationships, etc.)		
A019	On-Line Help (Documentation)		
A020	Technical Report (Requirements Solution Matrix)		
A021	Recovery Procedures		
A022	Technical Plan (Hosting Application Requirements)		
A023	Required COTS software enhancements		
A024	Interfaces		
A025	Data Conversion Programs		
A026	License Options		

6.0 Software Warranty and Maintenance:

6.1 The contractor shall warranty for a period of one year, from the time of acceptance of each software item, without additional charges, that the software will be kept in operating condition without cost to the government. The contractor shall bear all cost related thereto, including, travel, labor, and documentation.

6.1.2 This warranty shall include updates (including modifications required by changes in federal legislation or regulations), and detection and correction of all software errors.

6.1.3 The vendor shall correct errors or replace software, or have a viable plan to correct errors or software within

two days after notification that a software correction is required.

7.0 Maintenance

7.1 The government shall have the option to procure continued maintenance, for a period of 10 years.

8.0 Software

8.1 The contractor shall furnish the software/tools as required as well as all supporting evaluated optional maintenance that are proposed and accepted by the Government. The Contractor shall support such software, including any Contractor-sponsored modifications or revisions thereof, at no additional cost, unless specified elsewhere herein, for the duration of this contract, including renewals thereof. The support provided will consist of correction of errors, provisions of DFAS approved Contractor-sponsored modifications, improvements, and revisions.

8.2 The contractor shall furnish full documentation of all Contractor changes and/or enhancements to the software provided to meet the DFAS BMR customers' requirements. In the case of new software level releases, DFAS may elect to accept the later versions of the software and, if accepted, software support will be provided at no additional cost during the period of this contract. Any reprogramming or additional equipment required to accommodate such later versions will be at DFAS' expense.

The software furnished shall conform to and perform in accordance with the Contractor's functional, technical, and data requirements of this contract.

9.0 Manuals and Publications:

9.1 The Contractor shall furnish the most current version of user documentation and publications for all Contractors' software/tools provided under this contract, in both soft (electronic) and hard copy.

9.2 Documentation is detailed information that describes the software product. Such documentation provides the information necessary for system analysts and programmers to maintain or enhance the system; computer center staff to run the system; and users to interact with the system to enter data or retrieve information. Other documentation (e.g., implementation requirements, control procedures, etc.) may also be requested by the purchasing agency. To meet the requirements of this solicitation, the documentation provided by a vendor to an agency shall include all the

information needed to effectively operate the software within the agency environment. Such documentation shall be provided in published or unpublished (e.g., on-line files which can be listed and reproduced, etc.) form specified by the purchasing agency.

9.3 Updates to all documentation shall be delivered to the Government in quantities equal to the number of original copies ordered by the agency. Such updates shall be delivered with the release of a new version(s) of the software, or as required, at no additional cost to the Government. Soft (electronic) copies will also be provided.

9.4 The contractor shall provide one (1) copy of all such documentation to the COR upon request, at no cost to the Government. In addition, the contractor shall provide additional copies of the above material as requested by the Government, at the prices quoted in Section B.

9.5 Unless otherwise specifically prohibited, the contractor grants the Government royalty-free rights to reproduce in whole or in part all documentation listed in Section B.

10.0 Period of Performance:

10.1 The period of performance will be a base year contract with four option years. The base year performance will include the implementation of the DFAS system by October 1, 2001 to include system optimization.   If the government elects to exercise the option years, this will entail contractor support in all areas described in this statement of work, to include deployment of the system to other DoD business areas. The contract will commence at the time of acceptance.

11.0 Travel:

11.1 The contractor may be required to travel to all DFAS sites (centers and operating locations) for implementation purposes (e.g., training). Initial travel to DFAS Columbus, DFAS-HQ, and Defense Mega Centers may be needed to determine requirements for the installation of software and the environment. The appointed Contracting Officers Representative will approve all travel (COR).

12.0 Place of Performance:

12.1 The bulk of the work to be performed under this contract will be accomplished at the DFAS Columbus, Ohio Center. The contractor will be required to perform on-site at DFAS Columbus Center. With few exceptions, the

contractor will not be paid for travel to or from DFAS Columbus Center and their personal residences. These exceptions will be approved in advance by the COR.

13.0 Security:

13.1 All personnel will be required to have a National Agency Check Investigation (NACI) in accordance with DoD security requirements.

Attachments:

Attachment 1 DCII Environment
Attachment 2 BMR Required Interfaces
Attachment 3 DFAS Information Management Strategic Plan

Appendices:

Appendix A Reimbursable Billing (module 1)
Appendix B Budget Formulation and Management (Module 2)
Appendix C Expenditure Accounting (Modules 3 & 5)
Appendix D General Ledger and System Controls (Module 4)
Appendix E Managerial Cost Accounting (Module 6)
Appendix F Manpower Management (Module7)
Appendix G Workload/Workcount and Performance Measurement
            (Module 8)
Appendix H Time and Attendance (Module 9)